

CA05552

4-5503

4 September 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Monthly Meeting of DD/P Administrative Officers

1. The monthly Area Division Administrative Officers' meetings are being enlarged to include Senior Staff Administrative Officers. Meetings will be held on the second Thursday of each month in Room 1037 K Building. The next meeting will be 10 September, at 3:00 PM.

2. I should like to extend to you a personal invitation to attend these meetings, and in your absence, I should like your deputy to attend.

3. It has also been suggested by members of my staff that the General Counsel should attend these meetings. If this is agreeable to you, I should like to extend to Mr. Houston, through you, an invitation to join us for these monthly meetings.



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Chief of Administration, DD/P

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